

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NEGE06090706**

**Opening Date:** January 30, 2006

**Closing Date:** February 3, 2006

**Position:** Civil Engineering Technician, GS-0802-10/FPL: 11

**Salary:** \$49,397 - \$64,213 Annual

**Place of Work:** U.S. Army Engineer District, Baltimore, Engineering Division, Civil Works Branch, Civil Engineering Section

**Duty Station:** Baltimore, MD

**Position Status:** This is a Permanent position. -- Full Time

**Number of Vacancies:** 1

**Duties:** You will serve as a Civil Engineering Technician performing technical & design assignments primarily by use of Computer Aided Design/Drafting (CADD), AutoCAD, & civil engineering design software package, Softdesk. Understand & utilize more advanced CADD commands & Digital Terrain Modeling (DTM) features, as well as surveying, civil engineering & drafting practices to complete &/or revise surveys, design analysis, drawings, & quantity estimates. Perform topographic surveys using various instruments including total station equipment. Prepare topographic survey plans, grading plans, design site layouts, cross-sections, details, & centerline profiles for inclusion in various feasibility studies, reports, design analyses, contract drawings & specifications. Review in-house & contracted work to include surveys, drawings, design analysis, & specifications for compliance w/accepted standards.

**About the Position:** Position is under the Supervision of the Chief, Civil Engineering Section, Civil Works Branch in the City Crescent Building in Baltimore, MD. This position offers both an office and field environment. For this position, the majority of time is spent in an engineering office environment. The latest in computer hardware and software technology is available for use in this position. Field work will consist of surveying and data collection for design and construction projects.

**Who May Apply:**

All employees within the US Army Engineer District, Baltimore, currently serving on a career, career-conditional, VRA or handicap appointment. Concurrent consideration will be given to Department of the Army employees currently serving on a career, career-conditional, VRA or handicap appointment.

**Qualifications:**

SPECIALIZED EXPERIENCE is experience which has equipped applicants with the particular knowledge, skills and abilities to successfully perform the duties of the position, and that is typically in or related to preparing drawings and design analysis for a variety of military projects and civil works projects; and using CADD, AutoCAD and civil engineering design software package to perform technical and design assignments. KSAs not required. Applicants will be rated against Resumix Job Search Criteria Skills which is selected by my manager.

GS-06 and above: One year of experience directly related to this occupation equivalent to the next lower grade. Graduate education or an internship meets the experience required when it is directly related to the work of the position.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

Must have 52 weeks of Federal service at the next lower grade (or equivalent).

**Other Information:**

- The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on [http://www.cpms.osd.mil/fas/staffing/pdf/rem\\_ann.pdf](http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf)
- Noncompetitive promotion potential to target grade.
- To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.
- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- Permanent Change of Station (PCS) expenses are not authorized.
- Temporary Duty (TDY) travel is 25 percent.

**Other Advantages:** The Baltimore District is located in the heart of downtown Baltimore and within walking distance of Baltimore tourist attractions - Inner Harbor and other historical sites including Lexington Market, Hippodrome Theater, Baltimore Symphony Orchestra, etc. Public transportation is accessible by subway, light rail,

metro buses, and commuter trains to and from the Baltimore-Washington metropolitan area. Monthly mass transit subsistence is provided.

**Other Requirements:**

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- License/Certification: Valid State Drivers License
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

**HOW TO APPLY:**

This position will be filled from the Army Centralized Resumix database using an automated recruitment and referral system. Your resume must be on file with the Army Centralized Resumix database. If you have a resume on file with the Army Centralized Resumix database, you may apply by taking advantage of our quick self-nomination process. If you do not have a resume on file with the Army Centralized Resumix database, you must submit one along with the self-nomination. Both documents must be received in the Resumix database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

**RESUME:**

If you do not have a resume on file with the Army Centralized Resumix database, you must submit one. It is strongly encouraged that you use the Army Resume Builder. The Army Resume Builder can be accessed by clicking on the link at the end of this vacancy announcement. It can also be found on the Internet at <http://www.cpol.army.mil>, click on Employment, click on Army's Resume Builder. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, however, you must submit your resume to the Centralized Resumix database by going to the email page, selecting Central Database and clicking on the Submit button. Your resume will automatically flow into the Centralized Resumix database.

We prefer that you use our resume builder to create and submit your resume electronically. However, if you do not desire to use the Army Resume Builder, you may submit your resume to our Central Resume Processing Center using other means by scrolling to the end of this page and clicking on the Job Application Kit link for instructions. Please follow the instructions in our Job Application Kit to create your

resume and assure that all of the required information is provided. The Job Application Kit can also be found on the Internet at <http://cpol.army.mil/employ/jobkit>

NOTE: Unless specifically stated in the vacancy announcement, do not submit documentation supporting your status/eligibility when submitting your resume.

However, you may be asked to submit the documentation if you are selected.

Resumes must be received by the closing date of this announcement.

### **SELF NOMINATION:**

You may self-nominate at any time during an open period of a vacancy announcement. If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board

<http://cpolrhq.army.mil/ner/index.html>, key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self nominate.

If you wish to submit your self-nomination another way, go to The Army Job Application Kit web site (<http://cpol.army.mil/employ/jobkit>) and follow instructions provided.

Self-nomination must be submitted by the closing date.

### **APPLICANT NOTIFICATION SYSTEM WEB-ENABLED RESPONSE (ANSWER):**

To check the status of your resume and self-nominations you may go to <http://www.cpol.army.mil>, click on Employment, and click on ANSWER.

### **Point of Contact:**

Central Resume Processing Center, 410-306-0137, [aplicanthelp@cpsrxtp.belvoir.army.mil](mailto:aplicanthelp@cpsrxtp.belvoir.army.mil)

### **THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.